

APPROVED 6/5/2003

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
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6. Records Series Title

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684 - SOUTH TEXAS HEALTH CARE SYSTEM

103	OUTPATIENT SURGERY RECORDS	PM		PM	C	P		
112	DISCHARGE LOG	PM		PM	C	P		
128	CENSUS REPORT-MHMR	1		1	C	P		
129	PHYSICIANS INDEX	PM		PM	O	P		
175	DEATH REGISTER	PM		PM	O	P		
179	MASTER PATIENT INDEX	PM		PM	C	P		
184	OPERATIVE INDEX	PM		PM	C	P		
185	DISEASE INDEX	PM		PM	O	P		
186	PATIENT LISTING	1		1	C	P		
1346	CYTOLOGY LOG BOOK	1		1	C	P		
1440	ROOM ASSIGNMENT SHEETS	3		3	O	P		
1441	MEDICAL WASTE INCINERATION LOGS	2		2	O	P		
3373	REGISTER OF OPERATIONS (SURGICAL)	PM		PM	C	P	X	LISTING OF DAILY OPERATIONS PERFORMED; PT. NAME, #, DATE, TIME OF ANESTHESIA, OPERATION PERFORMED, DIAGNOSIS, PHYSICIAN, ANESTHESIOLOGIST
3395	WORKING FILES-UTILIZATION AND REVIEW	FE+1		FE+1	C	P	X	
3397	UTILIZATION REVIEW FORMS (MEDICARE PATIENTS)	AC+3		AC+3	O	P		FORMS RETAINED FOR JCAHO ACCREDITATION OF THE HOSPITAL EVERY 3 YEARS AND MAY NEED FORMS FOR THE REVIEW
3417	MASTER CARD INDEX FOR MEDICAL EXAMS	PM		PM	C	P		CARDS TO BE RETAINED AS LONG AS THE MEDICAL RECORDS #3418
3418	OUTPATIENT CLINIC MEDICAL RECORDS	PM		PM	C	P	X	

RETENTION CODES (Field 7)

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AV - As Long As Administratively Valuable
CE - Calendar Year End
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LA - Life of Asset
MO - Months
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US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
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C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

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3419	EMPLOYEE HEALTH RECORDS	PM		PM	C	P	HEALTH RECORDS, IMMUNIZATIONS, PHYSICALS, PPD, X-RAYS, LAB WORK INITIATED AT TIME OF EMPLOYMENT
3421	OUTPATIENT X-RAYS	AC+5		AC+5	C	O	RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS
3476	INVENTORIES OF STOCK BALANCES	FE+1	2	FE+3 *	O	P	
3650	MENUS	US		US	O	P	
3651	GROCERY & SUPPLY ORDER WORKSHEETS	1		1	O	P	
3653	DIABETIC MEAL PLANS	5		5	O	P	
3654	WARD PATIENT DIET LISTS	2 MOS.		2 MOS.	O	P	
3655	NOURISHMENT LIST	US		US	O	C	
3656	ADMISSION & DISCHARGE SHEETS	PM		PM	O	P	
3657	PERSONAL FOOD PREFERENCE LISTS	2		2	O	P	
3658	DIET INSTRUCTION RECORDS	1		1	O	P	
3659	DIET CONSULTATION SHEETS	2		2	O	P	
3660	COOKS' WORKSHEETS	3 MOS.		3 MOS.	O	P	
3661	COOKS' TALLY SHEETS	AV		AV	O	P	
3662	FOOD PREFERENCE SURVEYS	US		US	O	P	
3663	RECIPES	PM		PM	O	P	
3664	MENU & NUTRITIONAL ANALYSES	3		3	O	P	
3666	COLD STORAGE INVENTORIES	US		US	O	P	
3667	PATIENT RECORDS (SURGERY)	PM		PM	C	P	X

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3696	HISTORICAL VOLUNTEER SERVICE PROGRAM INFORMATION	AV	AV	O	R	P		
3708	CHARGE-OUT FILES	10	10	C		O	X	3" X 5" CARDS
3709	MASTER INDEX FILES - SOUTH TEXAS HOSPITAL	10	10	C		O	X	3" X 5" CARDS
3717	DEATH REGISTER	PM	PM	O		P		
3718	BIRTH REGISTER	20	20	O		P		
3729	MEDICAL RECORDS, SOUTH TEXAS STATE HOSPITAL	PM	PM	C		P	X	
3734	PHYSICIAN DELINQUENT CHART LISTING	3	3	O		P		
3745	INCOMPLETE MEDICAL RECORD FILE	PM	PM	C		P	X	CONTAINS PATIENT'S MEDICAL RECORDS WHICH NEED PHYSICIAN'S SIGNATURES
3758	SURVEILLANCE RECORDS	3	3	C		P		
3759	DEPARTMENT AUTOCLAVING RECORDS	AC+1	AC+1	O		P		
3784	LIBRARY CARD CATALOG (PATIENTS) (INCLUDES HEALTH SCIENCE LIBRARY)	US	US	O		O		SUBJECT, TITLE, AUTHOR, AND SHELF LIST CARDS 3" X 5" CARDS
3785	WITHDRAWN BOOKS (PATIENTS)	3	3	O		O		MAIN ENTRY OR BOOK CARD OF WITHDRAWN BOOKS, 3" X 5" CARDS
3787	INTERLIBRARY LOANS	AC+3	AC+3	O		O		3" X 5" CARDS
3789	WITHDRAWN BOOKS/JOURNALS (HEALTH SCIENCE LIBRARY)	AC+3	AC+3	O		P		
3801	PRESCRIPTION FILES	2	2	C		P	X	
3802	DRUG INVOICES	3	3 *	O		P	X	
3806	DRUG USAGE REPORT	2	2	O		C		

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3807	NURSING ADMINISTRATION RECORDS CONTROLLED SUBSTANCES	3		3 *	C		P	X	
3809	PREPACKAGING MANUAL & RECORD	3		3 *	O		P	X	
3810	AZT CONTROL MANUAL & RECORD (AIDS DRUGS)	3		3 *	C		P	X	
3819	CULTURE CONFIRMATION BY TEXAS DE- PARTMENT OF HEALTH	3		3	C		O		5" X 3" FORM, STATISTICAL & HISTORICAL INFORMATION AVAILABLE FROM TDH
3822	REQUEST FORMS-MYCOLOGY (INPATIENT, OUTPATIENT, & REGION)	6 MO.		6 MO.	C		P	X	TRANSCRIBED TO PATIENT MEDICAL RECORD & SPECIMEN LOG-WORK SHEET
3823	MYCOLOGY SPECIMEN RESULTS	AC+2		AC+2	C		P		CONTAINS PATIENT IDENTIFICATION; AC=SUSPECIALTY RETIRED
3826	SPECIMEN LOG AND WORK SHEET -MYCOLOGY	AC+2		AC+2	O		P		AC=SUSPECIALTY RETIRED
3832	QUALITY CONTROL RECORDS	FE+2		FE+2	O		P		
3834	QUALITY CONTROL RECORDS (MYCOBACTERIOLOGY)	2		2	O		P		
3836	QUALITY CONTROL (MEDIA)	2		2	O		O		BOUND VOLUMES
3837	AUTOCLAVE CHARTS	2		2	C		P	X	CONTAINS BIOHAZARD WASTE DOCUMENTATION
3842	QUALITY CONTROL RECORDS (CHEMISTRY)	2		2	O		C		
3851	BLOOD SMEARS	1 WK.		1 WK.	C		O		TRANSFERRED TO COULTER PRINTER CARDS BLOOD SMEARS TAKEN ON 1" X 3" SLIDES
3854	BLOOD BANK RECEIPT/ISSUE LOGS	5		5	C		P	X	REFERENCE OF PATIENT BLOOD TYPE, CROSSMATCH INFORMATION
3855	BLOOD BANK PATIENT CARD FILE	5		5	C		O	X	5" X 7" CARDS, BLOOD TYPE, CROSS-MATCH, AND ANTI-BODY SCREEN DATA
3856	SPECIMEN LOG BOOK	2		2	C		P		REFERENCE OF PATIENTS NAMES, LOCATION AND TESTS PERFORMED

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	3857	QUALITY CONTROL RECORDS - SEROLOGY	2		2	O		O			BOUND VOLUMES - RECORD OF TEST CONTROLS
	3859	SEROLOGY SPECIMEN LOG BOOK	2		2	C		P			
	3863	DECEASED PATIENT RECORDS - PATHOLOGY	PM		PM	C		P			ALSO MAINTAINED IN PATIENT'S MEDICAL RECORDS
	3868	SURGICAL ACCESSIONS BOOKS	10		10	C		P			IN ACCORD WITH HOSPITAL LICENSING STANDARDS ADOPTED BY TEXAS BOARD OF HEALTH JULY 20, 1985
	3877	ALL GYNECOLOGIC CYTOLOGY REPORTS	20		20	C		P			
	3879	BLOOD UTILIZATION REPORT	10		10	C		P			
1.1	690	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6	C		P			AC= AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	701	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6	C		P			45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE
1.1	1687	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETERS, MEMOS, FORMS)	6		6	C		P			45 CFR 164.530 (j)(1)-(2)
1.1	3203	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	C		P			RETAINED BY TDH HOSPITALS AS DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=10 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.
1.1	3229	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	O		P			45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	3412	ADMISSION LOGS	PM		PM	O		P			
1.1	4654	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1	C		P			AC=DATE RECORD AMENDED OR REQUEST FILLED.

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1.1	4764	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6	C		P			45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1.002	3422	AUDITS	AC+1	2	AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.002	3613	AUDITS - EXTERNAL (JOINT COMMISSION FOR ACCREDITATION OF HOSPITALS)	AC+3		AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.002	3808	NURSING AUDITS CONTROLLED SUBSTANCE	AC+3		AC+3 *	O		P	X		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.002	4066	REPORTS - AUDITS (AUDIT REPORTS RECEIVED FROM THE STATE AUDITOR'S OFFICE)	AC+1	2	AC+3	O		P			STATE AUDITOR'S OFFICE RETAINS THE PERMANENT RECORD COPY)
1.1.004	3424	BIENNIAL BUDGET REQUESTS	AC+4	2	AC+6	O	A	P			
1.1.006	3398	COMPLAINT FILES (ADMINISTRATION)	AC	2	AC+2	O		P			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	3425	COMPLAINT FILE (FISCAL)	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	4861	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	O		P			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	3399	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.007	3689	CORRESPONDENCE, ADMINISTRATIVE (VOLUNTEER SERVICES, & FISCAL)	1	2	3	O	R	P	X		
1.1.008	3396	CORRESPONDENCE,PHYSICIAN	1		1	C		E			
1.1.008	3892	CORRESPONDENCE, GENERAL (ALL AREAS)	1		1	O		O			PAPER, ELECTRONIC
1.1.013	3401	ITINERARY INFORMATION (ADMINISTRATION)& (FISCAL)	CE+1		CE+1	O		P			
1.1.020	3498	OPEN RECORDS REQUESTS, APPROVED	AC	1	AC+1	O		P			AC=REQUEST FULFILLED

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1.1.021	3499	OPEN RECORDS REQUESTS, DENIED	AC	2	AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.025	3403	POLICIES AND PROCEDURES MANUAL	US+3		US+3	O	R	P	X	
1.1.038	3511	FINAL, REPORTS & STUDIES	AV		AV	O	R	P		
1.1.040	3513	SPEECHES	2		2	O	R	P		
1.1.043	3888	TRAINING MANUALS	US+1		US+1	O		P		
1.1.057	1456	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	3402	MEETING MINUTES (BOARD MEETINGS)	PM		PM	O	A	P	X	
1.1.058	3768	INFECTION CONTROL COMMITTEE MEETING MINUTES	PM		PM	O	A	P		
1.1.063	3392	COMMITTEE MINUTES (STAFF MEETINGS)	1		1	O		P		
1.1.064	935	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3	O		P	X	
1.1.065	3510	RAW DATA, REPORTS & STUDIES	AV		AV	O		P		
1.1.067	132	MONTHLY STATISTICAL REPORT	3		3	O	R	P		
1.1.067	133	ANNUAL STATISTICAL REPORT	3		3	O	R	P		
1.1.067	3505	REPORTS, ADMINISTRATIVE (FOOD SERVICE)(ANNUAL, NON-FISCAL)	3		3	O	R	P		
1.1.069	3507	REPORTS, EMPLOYEE ACTIVITY & PRODUCTION TYPE REPORTS USED FOR WORKLOAD MEASURES, TIME STUDIES, AND FUNDING	1		1	O		P		
1.2.001	3430	DESTRUCTION SIGN-OFFS	FE+3		FE+3	O		P		
1.2.005	3518	RECORDS RETENTION SCHEDULE AGENCY COPY	US		US	O		P		

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1.2.006	3432	RECORDS TRANSMITTAL	AC+2	AC+2	O	P		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.008	3433	REQUEST TO DISPOSE OF STATE RECDS.	FE+3	FE+3	O	P		
2.1	3738	DIAGNOSTIC RELATED GROUPING & CODING FILES	AV	AV	O	C	X	
2.1.008	3733	HARDWARE DOCUMENTATION	AC	AC	O	P	X	Y2K PROBLEM-SOLVING DOCUMENTATION - PROGRAM MAY WANT TO KEEP 6 YEARS
2.1.009	3742	TECHNICAL DOCUMENTATION - SOFTWARE MODIFICATIONS	AC	AC	O	P	X	Y2K PROBLEM-SOLVING DOCUMENTATION- PROGRAM MAY WANT TO KEEP 6 YEARS
2.1.009	3746	CODE 3 SOFTWARE INSTRUCTION MANUALS - 3 VOLS.	AC	AC	O	P	X	
3.1.	3393	ACTIVE AND INACTIVE CREDENTIALS FILES (ON STAFF PHYSICIANS)	AC+2	AC+2	O	P	X	
3.1.001	3523	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2	2	O	P		29 CFR 1627.3 CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.011	3530	EMPLOYEE'S INSURANCE FILE	US	US	O	P	X	
3.1.012	3531	EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITY FOR OVERTIME	2	2	O	P		29 CFR 1627.3(B) (STATE AGENCY'S)
3.1.014	3533	EMPLOYMENT SELECTIONS	2	2	O	P	X	29 CFR 1627.3(B) (STATE AGENCY'S) MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	3435	GRIEVANCE FILES	AC+2	AC+2	O	P	X	AC=FINAL DECISION ON GRIEVANCE / MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	3537	PERFORMANCE JOURNALS	2	2	O	P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.

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3.1.020	3538	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC	5	AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	3539	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION - DISCIPLINARY ACTIONS ARE THOSE ACTIONS WHICH MAY AFFECT PAY, STATUS OR TENURE	AC	5	AC+5	O		P	X		MAY ALSO BE USED TO DOCUMENT EMPLOYEE EVIDENCE OF SELF IMPROVEMENT EFFORTS AS WELL AS FAVORABLE AND UNFAVORABLE COMMUNICATIONS. MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.022	3540	PERSONNEL INFORMATION OR ACTION FORM - USED TO CREATE OR CHANGE INFORMATION CONCERNING AND EMPLOYEE INCLUDING PAY, POSITION, NUMBER, EVAL. DATE,LEAVE OF ABSENCE,ETC.	2		2	O		P			29 CFR 1627.3(B) (STATE AGENCY)
3.1.022	3560	POSITION ACTION REQUEST INPUT AND TURNAROUND DOCUMENT IS USED TO CREATE, CHANGE OR INACTIVATE POSITION INFORMATION	2		2	O		P			40 TAC 301.6(h)
3.1.023	3541	POSITION/JOB DESCRIPTION (PERSONNEL)	US	4	US+4	O		P	X		40 TAC 301.6 (A)
3.1.024	3542	POST JOB OFFER PHYSICAL EXAMS	US	2	US+2	C		P			29 CFR 1627.3(B) (STATE AGENCYS)
3.2.001	3438	EMPLOYEE DEDUCTION AUTHORIZATION	AC+1	3	AC+4	C		P	X		
3.2.002	3439	EMPLOYEE EARNING RECORDS	1	3	4	O		P	X		
3.2.003	3440	FEDERAL TAX RECORDS	AC+1	3	AC+4	O		P	X		
3.2.004	3441	INCOME ADJUSTMENT AUTHORIZATION	1	1	2	O		P	X		
3.2.005	3442	FORM W-4	US+1	3	US+4	O		P	X		
3.2.006	3550	WAGE RATE TABLES	2		2	O		P			29 CFR 516.6(a) (2)
3.2.008	4067	DIRECT DEPOSIT APPLICATION/AUTHOR-IZATION	US		US	O		P	X		
3.2.009	4068	STATE DEFERRED COMPENSATION	AC+5		AC+5	O		P	X		AC=ALL ACCOUNTS CLOSED

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3.3	3545	TRAINING SUPPORT DOCUMENTATION	AC	2	AC+2	O		O		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.001	3551	AFFIRMATIVE ACTION PLANS	5		5	O		P		29 CFR 30.8(e)
3.3.004	3552	BENEFIT PLANS	US	1	US+1	O		P		29 CFR 1627.3(b)(2)
3.3.004	3557	GROUP INSURANCE	US	1	US+1	O		P		
3.3.010	3558	LABOR STATISTICS REPORT REPORTS PROVIDE STATISTICAL INFORMATION ON LABOR FORCE	3		3	O		P		
3.3.011	3559	PERSONNEL FILES	AC+75		AC+75	O		P	X	MINIMUM INFORMATION NEEDED TO VERIFY EMPLOYMENT
3.3.015	3563	POSITION/JOB CLASSIFICATION REVIEW FILE	US	3	US+3	O		P		CONVENIENCE COPY
3.3.020	3404	WORK SCHEDULES (DUTY ROSTER, TASK ASSIGNMENTS)	1		1	O		P	X	
3.3.023	3564	REQUEST FOR TUITION ASSISTANCE	FE+3		FE+3	O		P		
3.3.026	3554	EMPLOYEE LISTINGS IDENTIFIES EMPLOYEE BY SS#,NAME,OR POSITION	US+3		US+3	O		P		
3.3.026	3556	EMPLOYEES HIRED DURING MONTH IDENTIFIES ALL POSITIONS FILLED	US+3		US+3	O		P		
3.3.026	3561	POSITION STAFF REPORT PROVIDES DETAIL ACCOUNT OF ALL POSITIONS WITHIN THE ORGANIZATIONAL STRUCTURE OF THE AGENCY	US+3		US+3	O		P		
3.3.026	3565	SUMMARY STAFFING REPORT PROVIDES THE INFORMATION WHICH IS REQUIRED TO MONITOR STAFFING PATTERNS WITHIN EACH DEFINED ORGANIZATIONAL ENTITY	US+3		US+3	O		P		
3.3.026	3567	VACANCY REPORT PROVIDES A CENTRALIZED LISTING OF ALL VACANT POSITIONS IN EACH AGENCY	US+3		US+3	O		P		

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3.3.030	3648	SAFETY TRAINING (NON-HAZARDOUS)	US+2		US+2	O		P			
3.3.031	92	EEO DATA FORMS	3		3	O		P			
3.4	116	REQUESTS FOR COMP/OVERTIME (B-53,AP-3,AP-2)	5		5	O		P			
3.4.007	3744	EMPLOYEE LEAVE SLIPS	FE+3		FE+3 *	O		O		PAPER, ELECTRONIC	
4.1.003	3479	CANCELLED CHECKS	FE+1	2	FE+3 *	O		P			
4.1.004	3450	ENCUMBRANCES	FE+1	2	FE+3 *	O		P			
4.2.002	3451	CASH RECEIPTS (FISCAL)	FE+1	2	FE+3 *	O		P	X		
4.2.002	3640	CASH RECEIPTS (FOOD SERVICE)	FE+3		FE+3 *	O		P			
4.2.003	3452	MAIL OPENING LISTS	FE+1	2	FE+3 *	O		P			
4.2.004	3602	PURCHASE ORDERS (222'S)	FE+3		FE+3 *	O		P			
4.2.006	3454	JOURNAL VOUCHERS	FE+1	2	FE+3 *	O		P			
4.3	3455	OUTPATIENT CLINIC REGISTERS	PM		PM	O		P	X	PERMANENT RETENTION IS REQUIRED FOR FUTURE REFERENCE ON PATIENT HISTORY.	
4.3.	3457	TRAVEL LOGS	FE+1	2	FE+3 *	O		P	X		
4.3.003	3456	PROFESSIONAL FEE LOGS	FE+1	2	FE+3 *	O		P	X		
4.4.001	3458	GENERAL LEDGER AND OPERATING LEDGER	FE+1	2	FE+3 *	O		P	X		
4.4.001	3472	OPERATING BUDGETS	FE+1	2	FE+3 *	O		P	X		
4.4.002	3460	PATIENT FINANCIAL FILES	AC	5	AC+5 *	C		P	X	MAINTAINED TO MEET MEDICARE REQUIREMENTS	
4.4.002	3870	LABORATORY CHARGE CARDS - PATHOLOGY	FE+3		FE+3 *	O		P	X	INFORMATION TRANSFERRED TO PATIENT ACCOUNTING RECORD	
4.5.001	3465	MEDICARE COST REPORT WORKPAPERS	FE+2	3	FE+5 *	O		P		REQUIRED BY MEDICARE	

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4.5.001	3466	PERSONNEL SERVICES SCHEDULE (WORKPAPERS)WORKSHEETS FOR PREPARING FISCAL REPORTS; DEPRECIATION LISTING, SS RECOMPUTATIONS	FE+1	2	FE+3 *	O		P		
4.5.002	3405	INTERNAL MANAGEMENT REPORT (ADMINISTRATION,PERFORMANCE REPORTS, CHARGES AND COLLECTIONS)	FE+1	2	FE+3 *	O		P		
4.5.005	3470	MEDICARE COST REPORTS	FE+2	3	FE+5 *	O		P		REQUIRED BY MEDICARE
4.5.005	3578	REPORTS - EXTERNAL SPECIAL PURPOSE	FE+1	2	FE+3 *	O		P		
4.6.002	3473	APPROPRIATION RECONCILIATIONS PROPERTY RECONCILIATIONS	FE+1	2	FE+3 *	O		P		
4.6.003	3475	CASH COUNTS AND SPOT COUNTS	FE+1	2	FE+3 *	O		P		
4.7.001	3477	ACCOUNTING POLICIES AND PROCEDURES	US+1	2	US+3 *	O		P	X	
4.7.002	3478	BANK STATEMENTS	FE+1	2	FE+3 *	O		P		
4.7.006	3434	COMPTROLLER'S NOTES (FISCAL)	FE+3		FE+3	O		P		
4.7.008	3481	FEDERAL GRANT INFORMATION	AC+3		AC+3	O		P	X	
4.7.009	3611	PROPERTY RECORDS/PROPERTY ITEM CARD	US+3		US+3	O		P		
4.7.011	3482	GENERAL SERVICES COMMISSION STATEMENTS	FE+1	2	FE+3 *	O		P		
5.1.001	120	CONTRACTS	AC+4		AC+4	O		P	X	
5.1.004	3485	ADDRESS AND TELEPHONE LISTING (INCLUDES BUS SCHEDULES, ADDRESSES, VOLUNTEER/BOARD MEMBERS LISTINGS)	US		US	O		P		
5.1.004	3581	MAILING LISTS	US		US	O		P		
5.1.012	3616	PRICE LISTS	US+3		US+3 *	O		P		
5.1.013	3428	INSURANCE POLICIES	AC+4		AC+4	O		P	X	

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5.1.015	3893	CORRESPONDENCE LOG BOOKS (NURSING)	1		1	O		P			
5.2	1345	TEMPERATURE RECORDS (REFRIGERATION EQUIPMENT)	FE+1 MO		FE+1 MO	O		P			
5.2	3786	ACCESSION RECORDS (LIBRARY)	LA		LA	O		P			
5.2.002	3407	CONSTRUCTION FILES	AC	10	AC+10	O	R	P	X		
5.2.003	3701	BLUE PRINTS/STSC ARCHITECTURAL DRAWINGS	LA		LA	O	R	P	X		
5.2.008	3821	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA + 3		LA+3 *	O		P	X		
5.2.010	3643	EQUIPMENT MANUALS	LA		LA	O		P			
5.2.014	3390	INVENTORY	FE+3		FE+3 *	O		P			
5.2.014	3483	ANNUAL PHYSICAL INVENTORIES	FE+1	2	FE+3 *	O		P			
5.2.019	3382	KEYS/PAGER REFERENCE LOG (REPAIRS)	1		1	O		P			
5.2.019	3702	WORK ORDERS	1		1	O		P			
5.2.020	3388	STOCK ISSUES -ORIGINAL ORDER	FE+1		FE+1	O		P			
5.3	3969	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.3.004	3652	USDA COMMODITY REQUESTS	AV		AV	O		P			
5.3.007	3608	LOCAL PURCHASE ORDERS	FE+3		FE+3 *	O		P			
5.4	3852	BLOOD BANK MAINTENANCE LOGS	5		5	O		O			CHARTS - TEMPERATURE CHARTS OF REFRIGERATORS, FREEZERS, & INCUBATORS
5.4.001	3408	ACCIDENT/INCIDENT REPORTS (INCLUDES INDIVIDUAL REPORTS)	CE	5	CE+5	O		P	X		29 CFR 1904.6 WHEN RESIDUAL EFFECTS ARE A POSSIBILITY,E.G. HAZARDOUS MATERIALS, THE RECORDS SHOULD BE RETAINED LONGER.

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5.4.003	3647	SAFETY INSPECTIONS	3		3	O	P		
5.4.007	3596	SAFETY TRAINING - HAZARDOUS MATERIALS	5		5	O	P		HEALTH & SAFETY CODE 502.009 (g)
5.4.009	3816	LABORATORY WORK PLACE CHEMICAL LIST	30		30	O	P	X	
5.4.010	3817	MATERIAL SAFETY DATA SHEETS	AC		AC	O	P	X	
5.4.012	3553	EMPLOYEE IDENTIFICATION	AC+2		AC+2	O	P	X	
5.4.013	3517	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US	O	P	X	
5.5.004	3384	SWITCHBOARD DAILY LOG	AV		AV	O	P		

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